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12-19-94 (AC)		

1. PURPOSE:

The purpose of this section is to describe the grant policy and procedures.

2. PROCEDURE:

This policy is designed to establish the guidelines necessary to govern the various activities involved in securing internal and external resources.

Responsibility

The office of the President has primary responsibility for coordinating and controlling efforts to secure grants for the college. The Grants Development Coordinator is responsible for the planning, initiation, coordination, and tracking of all grants generated from the Grants Development Office. All faculty and staff members are encouraged to assist in these activities as appropriate. The Grants Development Office acts as the clearinghouse for the dissemination of all grant proposals submitted by the college, and serves as a liaison between the college and funding agencies.

The Grants Development Office will be responsible for coordinating the proposal process. In some cases, this office may prepare the grant proposal; in other cases, a "task force" may be designated. In any event, all proposals will be submitted by the office of Grants Development, which will be responsible for tracking proposals through the approval process.

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Upon funding, the Grantee (Project Director/principle for the grant) is responsible and accountable for ensuring that the conditions for award of the grant by the grantor (foundation, North Carolina Community College System Office, etc.) are strictly followed.

### Policy

The following basic policies apply to all grant activities:

- The college shall accept grants which are consistent with the laws, regulations, and policies of the State of North Carolina and the federal government.
- The college shall accept grants which are consistent with the mission, goals, purpose, and services of the college.
- The purpose for each grant proposal shall be cleared in advance by the president, and no grants will be solicited without authorization, by the president.
- Grants may be received by the president or his designee but must be accepted officially by the Board of Trustees.
- The college shall not accept grants which may endanger its tax-exempt status.
- College personnel shall not benefit personally by way of commissions or any other benefit that may be related to any grants received.

### Grants

Grants are available to the college from public and private sources to fund a variety of programs or purposes. Wayne Community College shall identify and pursue those sources from which it may be eligible and competitive for the award of a grant. The following functions will be performed as outlined below in the pursuit of any grant:

#### Stage 1: Interest Generation & Intent to Pursue Grant Funding

The Grants Development Coordinator (GDC) will:

- maintain a library of materials on funding agencies and proposal preparation,

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- circulate promising grant announcements to appropriate members of the faculty and staff, (or a faculty/staff member may contact the Grants Development Office regarding interest in a grant program),
- notify appropriate college personnel of a project director's intent to pursue a grant from a particular funding source & obtain institutional approval (President) prior to grant application development:
  - Director, Planning & Research
  - Director, Foundation of Wayne Community College
  - Respective Division/Department Head
  - Chief Financial Officer
  - V.P. for Academic Affairs (or V.P. for Continuing Education if applicable)
  - President

*Note: Email notification and approval will be used in most cases due to time constraints common to many request for proposals.*

### Stage 2: Proposal Preparation

The Grants Development Coordinator (GDC) will:

- work closely with the Project Director to assist with the proposal development process,
- research and identify compatible funding sources,
- determine college eligibility for grant programs,
- assist in budget formulation,
- coordinate with the Business Office (via meeting) to review the proposed grant budget prior to submission (provide a copy of the final proposal to the Business Office),
- collate the final grant proposal and attachments for signatures,
- make copies of the signed final proposal for organizational files,
- mail the final grant proposal,

### Stage 3: Award Notification

The President will:

- receive letter notification of awarded funding from the grantor (funding agency),
- notify and provide a copy of the letter to the Grants Development Coordinator (GDC)

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The Grants Development Coordinator (GDC) will:

- notify the Chief Budget Officer of the award (and provide a copy of the award letter),
- notify the Project Director and meet with the Project Director and his/her project team to review the terms and reporting requirements of the grant. The GDC will provide the Project Director a project management binder in which to manage the project containing:
  - 1) Copy of the award letter & the grant proposal
  - 2) Copy of the original Request for Proposal (grant guidelines)
  - 3) Memorandum of Understanding signed by the Project Director and the GDC summarizing terms of the grant and authorized use of funds



"Memorandum of Understanding template"

- 4) Copy of the originally submitted grant budget and expenditure tracking log (and disk)
  - 5) Required Reporting and Due Dates
  - 6) Miscellaneous
- draft an acceptance or thank you letter, etc. as appropriate to the grantor for President signature
  - confirm the foundation/funding source's preference for public information/media news releases
  - notify the WCC Public Information Officer of the grant award and supply supporting information for news releases or articles

#### Stage 4: Ongoing Management

The Project Director will:

- submit to the GDC any equipment purchase requests for review prior to submitting to the Budget Office or procuring electronically,
- submit any deviations from the original grant budget to the GDC for review/approval,
- collect project performance data in accordance with the grant evaluation plan, prepare the required reports, and supply a copy of the report to the GDC one week prior to the report deadline for review,

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- track expenditures/purchases submitted against the grant for preparation of a final expenditure report

The Grants Development Coordinator (GDC) will:

- review reports received from the Project Director and route to the Chief Business Officer and President for review/signature as required by the grantor,
- provide monthly updates to the Administrative Council on grant initiatives being pursued and status,
- review grant funded equipment purchases prior to ordering, ensure in accordance with grant guidelines, and forward review documentation to the Business Office/Project Director,
- assist and review the Project Director's final expenditure report and serve as a liaison between the Project Director and the Business Office to validate accuracy of the final expenditure report,
- log each grant effort and award into the grants tracking database,
- maintain hard-copy files of all grants submitted